April 16th, 2024

Rutland Free Library is looking for a Circulation Assistant. The position will be part time (15 hours per week to start). Expect flexible hours including some evening and weekend work. Most weeks this will entail shifts on two or three days.

Our Circulation staff are the first faces to greet visitors on arrival at the library, so cheerful, enthusiastic customer service is a must. Much of the job involves regular contact with library users, and patron privacy and safety are a top priority.

Off desk duties will make up the remainder of the role. This is a computer-intensive job, so keyboard skills and attention to detail are also crucial. Applicants should be comfortable with excel and ever changing tech.

Applicants must be able to stand for long periods of time, and the position involves pushing, pulling, and lifting loads. Ability to lift 50 pounds is preferred.

Please see the attached job description for a comprehensive list of duties.

Starting wage is $19.15 / hour with annual cost of living adjustments; benefits include prorated retirement and paid time off.

RFL employees are represented by AFSCME Local 93.

Please send a resume & cover letter to my contact info below.

Casey Palumbo
Circulation Desk Supervisor
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